

Christian Academy in Japan
Board of Directors Meeting
Matsukawa Place
November 20, 2018

Attendance:

Gerald May (TEAM)
Joel Peterson (Member-at-Large)
Anda Foxwell (Head of School)
Pauline Carlson (ECC)
Stephen Duhrkoop (OMS)
Jeremy Seminoff (Member-at-Large and Educator)
Jaine Chung (Jaine Loh) (Japan Baptist Fellowship)
Karen Stoesz (SEND)

Proxy

Johanna Leenders (Mieke Sasaki) (CRJM)- gave proxy to Gerald May.

Supervisor-Auditors

Sobi Abraham
Jennifer Rood

SY18-19:41 Devotions

Anda Foxwell shared devotions from Proverbs 16:1-9.

The board members spent time in silent prayer to invite God's presence to our meeting.

SY18-19:42 Time of prayer for CAJ (B4.6.7)

Time was spent in prayer.

SY18-19:43 Call to order / Determination of Quorum (AoE Chap 3, 18.8)

The meeting was called to order at 9:18 am. A quorum was established with all present, one by proxy.

SY18-19:44 Approval of agenda (B 4.3.5.3)

MSC to approve the agenda.

SY18-19:45 Approval of Consent Agenda (B 4.3.3)

MSC to approve the consent agenda.

1. October 16, 2018 Board of Directors minutes (B 4.2.9.5)
2. October 16, 2018 Executive Action minutes (B 4.2.9.5, 4.2.9.2.4, 4.2.9.4)
3. October 25, 2018 Governance and Policy Review Committee minutes (B 4.7.6.3.2)
4. November 13, 2018 Finance and Audit Committee minutes (B 4.7.6.3.2)
5. Head of School monitoring report (B 2.3, End – B 1.1 (students) (B2.1.1., 2.5.1, 3.5.2.1)
6. Board Policy review: **B 3.2; 3.3** Governing Styles and Values (B 4.1.6)
7. Board policy compliance: B 4.1

A question was asked about how the board receives the summary of reasons for families leaving the school. Anda will bring a summary of reasons to the next board meeting.

2.3.10 Fail to have exiting families give a written reason for leaving, put a copy in the student cumulative folder, and summarize the reasons for the board so that the board can discern possible trends. (SY 06-07:146)

A comment was made regarding the interpretation of who must give approval for the amending of the Act of Endowment. The Governance and Policy Review Committee will discuss at their next meeting.

SY18-19:46 Finance report (B 2.1.4)

Bryan Lewis gave the finance report.

SY18-19:47 Amend the agenda

MSC to table Strategic Discussion: Ends Review to the January, 2019 meeting

SY18-19:48 Finance Committee Recommendations (B 4.7.1)

Refer to Executive Action minutes for November 20, 2018.

SY18-19:49 Governance and Policy Review Committee Recommendations (B 4.7.1)

Stephen Duhrkoop presented the following recommendations:

Recommended policy addition: First Reading

B4.2.9.6 The executive action minutes will only be posted to BRENDA by the board secretary or the board chair, who will receive training prior to the first board meeting of the school year. (SY18-19:49)

MSC to approve.

The G&PR committee was asked to look at putting the printing of the EA minutes in the secretary job description. Also to add the posting of the EA minutes to BRENDA in the board chair job description.

**Recommend to remove the following policies: First Reading
MSC to approve.**

2.7.11.3 Applicants for preferential tuition assistance who are not members of a pre-approved mission must present at the time of application: (SY 11-12:50)

2.7.11.3.1 A statement from a Christian church or other Christian institution, certifying to the applicant's full-time Christian service.

2.7.11.3.2 A statement as to the primary purpose in Japan, qualification (usually ordination or personal ministry history), description of missionary endeavor, indication of time commitment, and proof of income statements (for both spouses if applicable). (SY 11-12:51)

**Recommend renumbering 2.7.11.4 as 2.7.11.3 First reading
MSC to approve.**

Recommend rewording of 2.7.11.1: First reading

2.7.11.1 Preferential tuition assistance will be applied to all full-time Christian workers **who are members of a pre-approved mission.** (SY18-19:49)

MSC to approve.

SY18-19:50 Head of School Report – School “Temperature Check”

Anda Foxwell gave the Head of School report.

MSC to receive the report with thanks.

SY18-19:51 Building committee report

Joel Peterson gave the building committee update.

- The new cafeteria building will be placed in a different location in order to have a FIFA regulation size sports field and to make it closer to the elementary school building.
- The current cafeteria building can continue to be used during the construction of the new building.
- Demolition of the current cafeteria building will hopefully begin in June, 2020.
- New drawings will be given to the committee and then shared with the board.
- The architect has presented the plans to four builders to receive estimates.
- During Christmas vacation soil testing will be done.
- Cezar’s kitchen is helping with the layout for the new kitchen.
- There’s a small reduction in the footprint of the new building due to zoning restrictions.
- Current buildings need to receive appropriate approvals before moving forward with the new construction.

Gerald May thanked Joel and the committee for all their work.

SY18-19:52 Executive Session

An Executive session was convened.

SY18-19:53 Strategic Plan Review

- Gerald walked us through the current strategic plan on the administrative side and Anda will bring an update in January, 2019
- The board is responsible for the “Governance” portion of the strategic plan.
- One of the plans is to link Sophie and BRENDA to each other. Right now, SOPHIE is being reworked. When that is done, links can be made. It is a work in progress.
- Anda Foxwell will send the Strategic Plan Dashboard link to the board.

SY18-19:54 Other items

HoS Evaluation Committee - Gerald will talk with a few board members about being on the evaluation committee.

Development discussion- this item was tabled until the January, 2019 meeting. Anda will send some talking points before the meeting.

SY18-19:55 Board housekeeping

Board/Staff Christmas Dinner (spouses are welcome) – Tuesday, December 11 at 4 p.m.

SY18-19:56 Monthly review of board process- written (B 4.1.7)

Gerald will email a document with a couple of questions for the board members to answer.

SY18-19:57 Closing prayer

Jeremy Seminoff closed in prayer.

SY18-19:58 Adjournment

MSC to adjourn.

SY18-19:59 Sign and put seals on minutes (B 4.2.9.5)

The board members signed the following sets of minutes:

October 16, 2018 Board of Directors minutes

October 16, 2018 Executive Action minutes

October 25, 2018 Governance and Policy Review Committee minutes

November 13, 2018 Finance and Audit Committee minutes

Respectfully submitted,

_____(seal)

Karen Stoesz- Secretary

_____(seal)
Gerald May- Board Chair

_____(seal)
Joel Peterson- Vice Chair of Finance

_____(seal)
Anda Foxwell- Head of School/Board Member

_____(seal)
Pauline Carlson- Board Member

_____(seal)
Stephen Duhrkoop- Board Member

_____(seal)
Jeremy Seminoff- Board Member

_____(seal)
Jaine Chung (Jaine Loh)- Board Member